

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5111

**TITLE:** DEPUTY COUNTY SURVEYOR

**GRADE:** S-28

**DEFINITION:**

Under the general supervision of the County Surveyor, performs professional surveying work, provides technical and professional guidance to the survey analysts, as well as the survey crews on specific technical issues; assists the County Surveyor with coordination of the department operations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

The Deputy County Surveyor is distinguished from the County Surveyor in that the Deputy County Surveyor provides technical and professional guidance to the survey analysts and survey crews and assists the County Surveyor with coordination of the department operations; whereas the County Surveyor serves as branch chief of the Survey Branch and provides professional and technical oversight to staff performing professional surveying work for the County.

The Deputy County Surveyor is distinguished from the Chief of Survey Parties in that the Chief of Survey Parties coordinates survey project activities between the surveyor's office and the multiple agency engineers, designers, inspectors and contractors; whereas the Deputy County Surveyor provides technical and professional guidance to the survey analysts and survey crews and assists the County Surveyor with coordination of the department operations.

**ILLUSTRATIVE DUTIES:**

As Deputy County Surveyor, assists with the planning, direction, and supervision of the work of a group of technicians, and paraprofessionals in the performance of all surveys as required;  
Provide guidance, direction and mentoring to survey analysts and survey crews on survey analysis and specific technical issues;  
Assists with the analysis, coordination, and assignment of survey requests to the Chief of Survey Parties;  
Analyzes survey data provided by the field survey crews;  
Serves as the senior technical expert, performing the most complex calculations, using a full range of complex survey software;  
Serves as the senior IT expert, troubleshooting and advising on survey software, provides guidance on upgrades to software and hardware in collaboration with GIS & Mapping Services to support photogrammetric surveys;  
Act as project lead for Data-Sharing collaboration with GIS for continual improvement of GIS accuracy;  
Conducts professional review of the results of survey data with the property and deed records for comparability;  
Ensures that the work of subordinates is in compliance with procedures and law;  
Performs initial checks for surveys sealed by County Surveyor;  
Assists with the establishment and supervision of training programs for survey personnel.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the theory and practice of land surveying, civil engineering, design and construction, boundary and right-of-way determination;  
Knowledge of the theory and practice National Oceanic and Atmospheric Administration requirements for establishing secondary control monumentation;  
Excellent knowledge of Survey Software including AutoCAD & Trimble, (and/or current county platform) Microsoft Office Suite, and Hardware (PCs and Plotters), and the GIS system;  
Extensive knowledge of the legal principles of land surveying;  
Ability to communicate complex ideas graphically.  
Ability to oversee, assess training needs and coordinate the work of a diverse paraprofessional surveying staff;  
Ability to establish and maintain effective working relationships with governmental officials and the public;  
Ability to communicate clearly and effectively both orally and in writing and interact effectively with the public;  
Ability to prepare technical reports and to present findings in a clear and concise format.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to:  
Graduation from an accredited four-year college or university with major course work in an engineering field: PLUS experience encompassing work in all positions in the Survey Branch or equivalent, four years of which must be post licensure.

**NECESSARY SPECIAL REQUIREMENT:**

Current Licensed Land Surveyor in the Commonwealth of Virginia.

REVISED:	October 8, 2008
APPROVED:	February 25, 1985